

1900.0410 AGENCY ADVISORY PANELS.

Subpart 1. **Creation and discontinuance.** The board may appoint advisory panels to review grant applications or applications for other forms of assistance. The board may discontinue any advisory panel, as it deems necessary.

Subp. 2. **Nomination and appointment to advisory panels.** Individuals may nominate themselves or someone else by contacting the board. All interested persons shall be provided information describing the process and procedures for pursuing a nomination.

Appointments to advisory panels must be made by majority vote of the board. Under emergency circumstances, when panel service is required prior to convening the next scheduled meeting of the board, the board's executive director in consultation with the board chair, or designated board member, may make such an appointment. A panelist serves on a panel within one grant program at the pleasure of the board and may serve no longer than three years consecutively in one specific grant program. Appointments to advisory panels must be made so that one-third of the members of each panel are new members in each year. Advisory panels shall be geographically balanced and include at least one person of color, insofar as is reasonably possible. A panel member may not serve on a panel for a program from which the panel member is seeking funds, either as an individual applicant, or as current employee or board member of the applicant.

Subp. 3. **Member qualifications.** Advisory panel members shall have expertise and experience in one or more of the following: an art form or discipline, arts funding or administration, in-depth knowledge of the Minnesota arts community, or public or nonprofit administration. In addition, members shall be chosen for their communications and decision-making skills, ability to adhere to review criteria, and ability to work well in a group.

Subp. 3a. **Member participation.** Participation as an advisory panel member requires:

A. that the panel member reviews all materials as requested in advance of the scheduled meeting; and

B. that the panel member be in attendance and fully participate in all required activities associated with the work of the panel.

Subp. 4. **Compensation.** Members of advisory panels shall be compensated for expenses incurred to attend advisory panel meetings or their assignments as provided in Minnesota Statutes, section 15.059, subdivision 6.

Subp. 5. **Conflict of interest of member.** A conflict of interest exists when a member of an advisory panel is affiliated as listed in items A to D with an applicant whose application is before the panel for review:

A. receives direct financial benefit from the applicant organization or proposal being reviewed;

B. has served within the last two years as an employee or governing board member of an applicant organization being reviewed;

C. has served with or without payment as a consultant to an applicant being reviewed; or

D. has a familial relationship with an applicant or with a staff or board member of an applicant organization.

Subp. 6. **Exclusion of member.** When a conflict of interest is identified, the advisory panel member shall inform the board of the affiliation prior to the review of applications. The board shall report annually on those advisory panel members who declared conflicts of interest. Declaring a conflict of interest means that the panel member may not be present for any discussion or vote on those applicants with which the conflict exists.

Subp. 7. **Artistic advisors.**

A. The board may appoint artistic advisors to review artistic work or programming presented by applicants or grantees, either in person or through work samples.

B. Individuals who would like to serve as artistic advisors may nominate themselves or someone else by contacting the board. All interested persons shall be provided information describing the process and procedures for pursuing a nomination.

C. Appointments to serve as artistic advisors must be made by majority vote of the board. Individuals who serve as artistic advisors may also serve as advisory panel members, for the same program or in a different program, in the same fiscal year. An artistic adviser serves at the pleasure of the board and may serve no longer than three years consecutively in one specific grant program. An artistic adviser may not review the work of an applicant with which the advisor has a conflict of interest.

Subp. 8. **Artistic advisor qualifications.** Artistic advisors shall have expertise and experience in one or more art forms, artistic disciplines, or genres.

Statutory Authority: *MS s 129D.04*

History: *21 SR 5; 24 SR 663; 41 SR 87*

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